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DDS&T-2944-82 S & JON 1985

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

Director of Research and Development Director of Development and Engineering

Director of SIGINT Operations Director of Technical Service

Director, National Photographic Interpretation

Center

FROM Leslie C. Dirks

Deputy Director for Science and Technology

SUBJECT On Board Strength and FTE

REFERENCES Memo from D/Pers to DDS&T, dated 14 June 1982 A. Subject: FTE Ceilings

> В. Memo from DDS&T to Office Directors, dated 21 December 1981, Subject: FY-82 Personnel Levels

- As indicated in the attached memorandum from the Director of Personnel, we have been directed to remain within our specific allocation of part-time FTE work years. At present the Directorate is projected to exceed that allocation by five (5) work years. order to reduce this excess, we will take, both at Headquarters and field locations, the following steps immediately:
 - Offices may not increase current part-time employee strength levels until further notice.
 - B. Offices are not authorized to replace part-time losses which arise through attrition until 4 October 1982.
 - Part-time employees may not exceed the hours authorized in their contracts or established by their official personnel work schedule.
 - Intermittant personnel (WAE) work hours should be restricted to those essential to fulfill the mission.

If these steps do not solve our problem, we will consider other steps to insure that we stay within our work year levels for part-time personnel.

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On Board Strength and FTE SUBJECT:

- 2. We in S&T and the Agency as a whole also face difficulties with respect to full-time permanent employment levels. As a directorate we are now in a situation where we can only EOD someone when we can also firmly project a vacancy. our strong desire to maintain a flow of new employees into the Agency through the Office of Personnel's recruitment program. Whenever possible, therefore, as we replace people over the next three months, we believe it prudent to hire new employees into the directorate. We, therefore, ask that each office watch projected gains and losses carefully. In addition, the following procedures are directed:
 - The issuance of Vacancy Notices may continue. However, individuals selected may not be brought on board until 4 October. Personnel previously selected that have not yet reported should have their reportingin-date renegotiated to 4 October.
 - The EOD of all new personnel will require Directorate В. approval.

We hope that we will be able to manage our overall personnel situation so as to result in minimal inconvenience. Exceptions will be made when they are clearly in our overall interest. Please forward all requests for action or exception to the Chief, Administrative Staff.

Leslie C.

Attachment: As stated Next 2 Page(s) In Document Exempt